

*IPC  
organization  
&  
management*

**S E C R E T**

11 February 1970

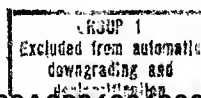
**MEMORANDUM FOR:** Chairman, Information Processing Board  
**SUBJECT :** Clarification of Procurement Approvals on  
Certain Types of Office Equipment

1. The present guidelines and procedures for management and control of EDP equipment require that Executive Director-Comptroller approval be obtained before acquiring any new computer system. Certain definitions and descriptions have presented problems in classifying computer equipment. A case in point is a recent requisition for a Marchant Cogito 1016 PR Programmable Electronic Printing Calculator. As can be seen from the attached literature, the manufacturer describes this equipment in terms that are frequently applied to the largest kinds of computers, but the picture and price (\$2,800) tell us that this is a glamorized desk calculator.

2. I would like to raise the question of whether the Executive Director-Comptroller wishes to have such items forwarded to him for approval and, indeed, whether the Information Processing Board or the individual Information Processing Coordinators should be concerned with the procurement of such items. However, because of ambiguous definitions and descriptions, operating personnel who want to procure this kind of equipment and those in the approving channels (Office Directors, Information Processing Coordinators, and Office of Logistics) assume that special handling is required for such procurement requests.

3. In order to simplify the distinction between that equipment which needs tighter control and coordination by Information Processing Coordinators and higher levels of management and that equipment which is amply controlled by normal Office Director review, I

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recommend that the Information Processing Staff/OPPB prepare a list of computer-like equipment which can be exempted from IPC review and approvals. This list need not be all-inclusive initially; it can be updated as requisitions for new kinds of equipment are encountered.

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Information Processing Coordinator  
Science and Technology

cc: Chief, Information Processing Staff  
Information Processing Coordinators  
Chief, Procurement Division, OL

Attachment: a/s